



VanderHouwen

Recruiting • Relationships • Opportunity

Connecticut Handbook Addendum Effective 12/1/2021

Paid Sick Leave

VanderHouwen provides eligible employees with paid sick and safe leave in accordance with the requirements of Connecticut's Sick Leave law. For any questions about sick, please contact Human Resources at HR@vanderhouwen.com.

Employee Documentation

Employees are to submit VanderHouwen's Paid Sick Leave Request Form when requesting paid sick time for the appropriate pay period. If an employee uses more than three consecutive days of sick time, VanderHouwen may request supporting documentation verifying the employee was out for a qualifying reason.

Use of Sick Time

Sick time may be used for qualifying absences (see below) in increments of one (1) hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences. However, employees may choose to trade shifts instead of using sick time if approved by his or her supervisor. When using sick time, employees are not required to find coverage for their shift.

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent, however, employees will not be paid for lost tips, commissions, or overtime.

Accrued, but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within 6 months of separation is entitled to use previously accrued sick time immediately upon re-employment.

Requesting Sick and Safe Leave and Documentation

If the need for paid sick and safe leave is foreseeable, employees must provide notice ten days before the leave would begin, unless they learn of the need to use leave within a shorter period.

If the need for paid sick and safe leave is unforeseeable, employees should provide notice as soon as practicable after the need for leave arises. To provide notice of the need to use paid sick and safe leave, employees must verbally notify his or her supervisor and send a message to HR@vanderhouwen.com.

Employee shall submit a written Paid Sick Leave Request Form to Human Resources within 5 days of returning to work (only two exceptions to the 5 day rule will be granted so long as the form is received prior to next payroll period).

VanderHouwen may require that employees provide documentation verifying that paid sick and safe leave time was used for a covered purpose. Employees are required to provide the requested documentation within five days of the request.

For paid sick and safe leave that is needed because of domestic violence or sexual assault, satisfactory documentation includes:

- A police report indicating that the employee or a family member was a victim of domestic violence or sexual assault;
- A court document indicating that the employee or a family member is involved in legal action related to domestic violence or sexual assault; or

- A signed statement of a victim and witness advocate affirming that the employee or a family member is receiving services from a victim services organization.

The documentation need not explain the details of the violence or medical condition. Failure to comply with these notice and documentation requirements may result in discipline.

Eligibility

Employees (including those working on a full-time, part-time or temporary basis) are generally eligible to accrue paid sick and safe leave.

Reasons Sick and Safe leave May be Used

Employees may use paid sick and safe leave for the following reasons:

- The employee's or the employee's family member's mental or physical illness, injury or health condition;
- For the diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury or health condition;
- For preventive medical care for the employee or the employee's family member;
- The employee or the employee's family member is a victim of domestic or sexual violence (including stalking) and needs to obtain:
 - Medical attention;
 - Services from a designated domestic violence agency or other victim services organization;
 - Psychological or other counseling;
 - Relocation; or
 - Legal services, including obtaining a restraining order or preparing for or participating in a civil or criminal legal proceeding related to the domestic or sexual violence;
- To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher or other professional staff member responsible for the child's education;
- To attend a meeting regarding a child's care in connection with the child's health or disability;
- The employee's workplace or the employee's child's school or place of care is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
- The Governor has declared a state of emergency, or a health care provider, the Commissioner of Health or another public health authority has issued a determination that the presence of the employee or the employee's family member in the community may jeopardize the health of others; and
- During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others.

For purposes of this policy, "family member" includes an employee's:

- Child (including a biological, adopted, foster or stepchild, a legal ward, and the child of a domestic partner or civil union partner);
- Parent (including a biological, adoptive, foster or stepparent; legal guardian; parent of a spouse, domestic partner or civil union partner; a person who stood *in loco parentis* when the employee was a minor; and a parent's spouse, domestic partner or civil union partner);
- Spouse, civil union partner or domestic partner;
- Sibling (including a biological, adopted or foster sibling and a sibling of a spouse, domestic partner or civil union partner);
- Grandparent (including a grandparent's spouse, domestic partner or civil union partner);
- Grandchild; and

- Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship, including any person with whom the employee has a significant personal bond that is, or is like, a family relationship, regardless of biological or legal relationship.

VanderHouwen will not count employees' use of sick and safe leave in compliance with this policy as an absence when evaluating absenteeism. Therefore, any such use of sick and safe leave will not count as an "occurrence" under any Company policy. An employee who uses paid sick and safe leave for an unauthorized purpose may be subject to discipline, up to and including termination.

Accrual and Use of Sick and Safe Leave

Leave is accrued at a rate of one hour for every 40 hours worked up to a maximum accrual of 40 hours per calendar year. Hours worked refers to actual hours worked and does not include sick, vacation or other leave time.

Employees accrue paid sick leave beginning on the employee's date of hire.

Employees may use paid sick leave after the 680th hour of employment with the Company. Employees must have averaged 10 or more work hours per week in the previous calendar quarter in order to use accrued paid sick leave.

Employees may use a maximum of 40 hours of paid sick leave in any calendar year. Paid sick and safe leave may be used in increments of one hour. Eligible employees may use up to 40 hours of paid sick time in a calendar year.

Employees are not required to search for or find an employee to cover their work in order to take paid sick and safe leave. Please check your pay stub for this information or contact payroll@vanderhouwen.com.

Requesting Sick and Safe Leave and Documentation

When the need for paid sick and safe leave is foreseeable, employees must provide notice of the need for leave and its expected duration at least three calendar days prior to the start of the leave. Employees must make reasonable efforts to schedule the use of paid sick and safe leave in a manner that does not unduly disrupt Company operations.

If the need for paid sick and safe leave is unforeseeable, employees should provide notice of the need for leave and its expected duration as soon as practicable. To provide notice of the need to use paid sick and safe leave, employees should contact their supervisor or Human Resources.

If paid sick and safe leave is used for three or more consecutive workdays, VanderHouwen may require that the employee provide reasonable documentation that the paid sick and safe leave was used for a qualifying reason. For a medical-related absence, an employee can satisfy this requirement by providing documentation signed by a health care professional that indicates the need for leave and, if possible, the amount of leave required. For leave related to domestic or sexual violence, the employee can provide any of the following documents:

- Medical documentation;
- A law enforcement agency record or report;
- A court order;
- Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
- Certification from a certified domestic violence specialist or a representative of a designated domestic violence agency or other victim services organization; or
- Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or covered relation in dealing with the domestic or sexual violence.

For leave related to an epidemic or other public health emergency, the employee can provide a copy of the

order of the public official or the determination by the health authority.

Confidentiality

Health information and information pertaining to domestic or sexual violence related to an employee or the employee's family member will be treated as confidential and not disclosed except to the affected employee or with that employee's permission, unless otherwise required by applicable law.

Leave Carryover

Employees who have accrued, unused paid sick and safe leave time remaining at the end of every year may carry over up to 40 hours from one year to the next.

Rate of Pay

Paid sick and safe leave is compensated at the same rate of pay and with the same benefits an employee normally earns, or at the state minimum wage (whichever is greater).

Integration with Other Benefits

It is an employee's responsibility to apply for any applicable benefits for which the employee may be eligible as a result of illness or disability, including temporary disability insurance, family leave insurance, workers' compensation insurance, and any other disability insurance benefits. If an employee elects to integrate paid sick and safe leave with other paid benefits, VanderHouwen will integrate all paid benefits such that an employee will not be paid more than their regular compensation at any time.

Separation from Employment

Compensation for accrued and unused paid sick and safe leave is not provided upon separation from employment for any reason. If an employee is rehired by VanderHouwen within six months of separation from employment, previously accrued but unused paid sick and safe leave will immediately be reinstated. The previous period of employment will be counted for purposes of determining the employee's eligibility to use paid sick and safe leave.

Retaliation Prohibited

VanderHouwen will not discriminate or retaliate against employees, or tolerate discrimination or retaliation against employees, because they request or use paid sick and safe leave in accordance with this policy and/or the CSSLL, file a complaint alleging a violation of the CSSLL or inform any other person of their rights under the CSSLL.

Effect on Other Rights and Policies

VanderHouwen may provide other forms of leave for employees to care for medical conditions or for reasons related to domestic or sexual violence or family leave under certain federal and state laws. In certain situations, sick and safe leave under this policy may run at the same time as leave available under another federal or state law, provided eligibility requirements for that law are met. VanderHouwen is committed to complying with all applicable laws. Employees should contact Human Resources for information about other federal and state medical, domestic or sexual violence or family leave rights.

Equal Employment Opportunity

As set forth in the Employee Handbook, VanderHouwen is committed to equal employment opportunity. We comply with Connecticut law, which prohibits discrimination and harassment against any employee, intern or applicant for employment based on race (including traits historically associated with race, such as hair texture and protective hairstyles (e.g., wigs, headwraps, braids, cornrows, locs, twists, Bantu knots, afros and afro puffs)), color, religion, creed, age, sex (including pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions), sexual orientation, national origin, homelessness, family violence victim status, ancestry, marital status, veteran status, gender identity or expression, and present or past history of mental, intellectual, physical or learning disability and genetic information. VanderHouwen will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by

applicable federal, state or local law.

VanderHouwen also complies with the Connecticut law prohibiting sexual harassment of interns and individuals seeking an internship.

Sexual and Other Unlawful Harassment

SEXUAL HARASSMENT IS ILLEGAL. VanderHouwen is committed to providing a work environment free of harassment. VanderHouwen complies with Connecticut law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against any employee, intern or applicant for employment based on race, color, religion, creed, age, sex (including pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions), sexual orientation, national origin, homelessness, family violence victim status, ancestry, marital status, veteran status, gender identity or expression, and present or past history of mental, intellectual, physical or learning disability, and genetic information. VanderHouwen will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. VanderHouwen strictly prohibits sexual harassment by or against any individuals involved in Company operations, including employees (regardless of position), applicants, interns, temporary workers, vendors, contractors and any other third party involved in Company operations.

All employees are expected to comply with VanderHouwen's Sexual and Other Unlawful Harassment policy which is included in the National Handbook. While the Sexual and Other Unlawful Harassment policy sets forth VanderHouwen's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit VanderHouwen's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful and will not be tolerated. In addition to the complaint procedures set forth in the National Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). The CHRO may be reached at 450 Columbus Blvd Suite 2, Hartford CT 06103; telephone number (860) 541-3400; TDD number (860) 541-3459; and Connecticut Toll Free 1(800) 477-5737.

Connecticut law requires that a complaint be filed with the CHRO within 180 days of the date when the alleged harassment occurred, if it occurred prior to October 1, 2019, and within 300 days of the alleged harassment, if it occurred on or after October 1, 2019. Remedies for sexual harassment can include:

- Cease and desist orders;
- Back pay;
- Compensatory damages;
- Emotional distress damages; and
- Hiring, promotion or reinstatement.

Employees can find additional information about the illegality of sexual harassment and the remedies available to victims of sexual harassment at the CHRO's informational website: <https://www.ct.gov/chro/cwp/view.asp?a=5019&Q=609536&chroNav=>

Access to Personnel Files and Medical Records

Personnel Files

Access to the information contained in employee personnel files and medical records is restricted. Only authorized personnel will have access to an employee's personnel file or medical records. VanderHouwen will divulge or permit review of employees' personnel files or medical records to third parties only as permitted or required by law.

Employees in Connecticut can access their own personnel file up to two times each calendar year. An employee's request to access his or her personnel file must be in writing, addressed to the Human Resources Department. Current employees will be permitted to inspect, and if requested, copy their personnel files within seven business days after VanderHouwen receives their written request. Such inspection will take place during regular business hours at a location at, or reasonably near, the employee's place of employment. Employees who request and receive a copy or partial copy of their personnel file may be charged a fee reasonably related to the cost of supplying those documents.

Former employees who worked for VanderHouwen in Connecticut will be permitted to inspect, and if requested, copy their personnel files within 10 business days after VanderHouwen receives their written request, provided that the former employee's written request is received no later than one year after the termination of his or her employment. Such inspection will take place during regular business hours at a location mutually agreed upon by VanderHouwen and the former employee, or the former employee will be mailed a copy of his or her personnel file.

Personnel file documents do not include stock option or management bonus plan records, medical records, letters of reference or recommendations from third parties including former employers, materials that are used by VanderHouwen to plan for future operations, information contained in separately maintained security files, test information, the disclosure of which would invalidate the test, or documents which are being developed or prepared for use in civil, criminal or grievance procedures.

If an employee disagrees with any of the information contained in his or her personnel file or medical records, the employee may request that VanderHouwen remove or correct such information. If the employee and VanderHouwen cannot agree upon such removal or correction, the employee may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

Employees will be provided any documentation of any disciplinary action imposed on them within one business day after the date of imposing such action. An employee immediately will be provided with a copy of any documented notice of his or her termination of employment. If an employee disagrees with any of the information contained in a documented disciplinary action, notice of termination or performance evaluation, he or she may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file and will accompany any transmittal or disclosure from such file or records made to a third party.

Medical Records

Any medical records submitted to VanderHouwen with respect to a Connecticut employee will be kept separate and apart from the employee's personnel file. An employee may submit a written request to the Human Resources Department for an inspection of any medical records that may be in VanderHouwen's possession regarding the employee. VanderHouwen will allow such inspection within a reasonable time after it receives the employee's written request. The inspection will take place during regular business hours at a location at or reasonably near the employee's place of employment and will be made by a physician chosen by the employee or a physician chosen by the employer with the employee's consent.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing his or her wages or the wages of another employee, if voluntarily disclosed by that employee. VanderHouwen will not terminate, discipline or otherwise discriminate against employees because they engage in such disclosures, discussions or inquiries.

Employees are not required to disclose their wages to anyone.

Meal Breaks

Employees who work seven and one-half or more consecutive hours will be provided one 30-minute meal break. The meal break generally should be taken after the first two hours of work and before the last two hours of work.

An uninterrupted 30-minute meal break will be unpaid for nonexempt employees. All nonexempt employees must record their meal breaks.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which he or she is entitled under this policy, should immediately notify a supervisor or Human Resources.

Lactation Accommodation

In accordance with Connecticut law, an employee can, at their discretion, express breast milk or breastfeed during their meal or break periods.

VanderHouwen will make reasonable efforts to provide employees with a room or other location, in close proximity to their work area, other than a toilet stall, to express milk or breastfeed in private. Unless it would impose an undue hardship on VanderHouwen, the room or other location for lactation accommodation will: be free from intrusion and shielded from the public while the employee is expressing breast milk, include or be situated near a refrigerator or employee-provided portable cold storage device to store breast milk and include access to an electrical outlet. Employees should discuss with their supervisor the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

VanderHouwen will not discriminate against, discipline or otherwise take adverse action against an employee because she has elected to exercise her rights with regard to breastfeeding and/or expression of breast milk

Pregnancy Leave and Accommodation

Employees and applicants with needs related to pregnancy, childbirth or related conditions (including, but not limited to, lactation and fertility treatment), may request a reasonable accommodation to enable them to perform their job. VanderHouwen will provide a reasonable accommodation unless the accommodation would impose an undue hardship on VanderHouwen's business operations.

A reasonable accommodation may include, but is not limited to the following:

- Being permitted to sit or eat while working;
- More frequent or longer breaks, including bathroom, water or rest breaks;
- Periodic rest;
- Assistance with manual labor;
- Assistive equipment (e.g., a stool, chair or assistive lifting equipment);

- Job restructuring;
- Light or desk duty assignments;
- Modified work schedules;
- Modified dress code or uniform requirements;
- Relocation of a workstation to allow additional room for movement or greater proximity to the bathroom;
- Temporary transfers to less strenuous or hazardous work;
- Time off to attend prenatal, post-natal or fertility treatment appointments or to recover from childbirth; or
- Break time and appropriate facilities for expressing breast milk.

Employees who request an accommodation need not disclose their medical diagnosis and should, instead, indicate the nature of the limitation giving rise to the need for accommodation (e.g., back pain) and that the limitation is related to the employee's pregnancy, childbirth or related condition.

VanderHouwen will grant a reasonable leave of absence to female employees who are disabled due to pregnancy in accordance with all applicable laws. If the need for leave is unforeseeable, employees should notify VanderHouwen as soon as possible and practical. When the need for the leave is foreseeable, the employee must provide 30 days' advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day).

If an employee is eligible for leave under the federal Family and Medical Leave Act (FMLA) or the Connecticut Family and Medical Leave Act (CFMLA), the FMLA and/or CFMLA leave and pregnancy disability leave will run concurrently. Once the employee signifies an intent to return to work, the employee will be reinstated to her original or similar position with equivalent pay and benefits unless VanderHouwen's circumstances have changed and make it impossible or unreasonable to do so.

VanderHouwen will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees based on the need to make such reasonable accommodations, nor will VanderHouwen retaliate against any employee or applicant who requests an accommodation.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodation under this policy should contact their Human Resources representative. Human Resources will communicate with the employee and engage in good faith in an interactive process to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when VanderHouwen receives notice from its own observation or another source that an employee may need a reasonable accommodation related to pregnancy, childbirth or related conditions.

Jury Duty

VanderHouwen encourages all employees to fulfill their civic responsibilities and to respond to jury service subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service subpoena, attend court for prospective jury service or serve as a juror. If an employee requires time off for these purposes, he or she must provide VanderHouwen with reasonable advance notice. In addition, verification from the court clerk of having served may be required.

Full-time employees (those who complete 30 hours or more of service each week and have been working in their position for more than 90 days) will receive their regular compensation during the first five days, or any part thereof, of jury service in Connecticut courts as required by Connecticut law. Any additional time off under this policy, or time off taken by employees who are not full-time, will be without pay, except that exempt employees will not incur any reduction in pay for a partial week absence due to jury duty.

An employee who has served eight hours on jury duty in any one day is considered as having worked a full day and will not be required to work past those eight hours.

Crime Victim Leave

Employees may take time off from work, without pay, for the following reasons:

- To comply with a legal subpoena to appear before any court of Connecticut as a witness in a criminal proceeding.
- To attend a court proceeding or to participate in a police investigation related to a criminal case in which the employee is a crime victim (i.e., has suffered direct or threatened physical, emotional or financial harm as a result of the crime) or is an immediate family member or guardian of: (1) a homicide victim; or (2) a person who has suffered direct or threatened physical, emotional or financial harm as a result of a crime and is a minor, physically disabled or incompetent.

Employees should provide VanderHouwen as much advance notice of the need for leave under this policy as possible. If advance notice is not feasible, the employee must provide appropriate documentation within a reasonable period of time after the absence.

VanderHouwen will not retaliate, or tolerate retaliation, against any employee who seeks or obtains leave under this policy.

Family Violence Victim Leave

Employees may take a leave of absence of up to 12 days during any calendar year in which the leave is reasonably necessary for the following reasons relating to family violence:

- To seek medical care or counseling for physical or psychological injury or disability.
- To obtain services from a victim services organization;
- To relocate due to the family violence; or
- To participate in any civil or criminal proceeding related to or resulting from such family violence.

For purposes of this policy, family violence includes incidents between family or household members that result in physical harm, bodily injury or assault; acts of threatened violence that result in a fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening; or verbal abuse accompanied by a present danger and likelihood that physical violence will result.

Time off under this policy will be without pay, except that employees may elect to use available accrued paid time off. This leave does not affect any other leave provided under state or federal law.

Employees must provide seven days' notice when the need to use leave is foreseeable and notice as soon as practicable when it is not. VanderHouwen may require that employees submit a signed written statement certifying that the leave is due to family violence, as well as other types of verifying documentation.

Confidentiality of the situation will be maintained to the extent possible.

VanderHouwen will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

Emergency Responder Leave

Employees who are volunteer firefighters or members of a volunteer ambulance service may arrive late to work or be absent from work in order to respond to a fire or ambulance call prior to or during their regular hours of employment. Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences, as required by law.

To be eligible for leave under this policy, employees must submit a written statement signed by the chief of their volunteer fire department or the medical director or chief administrator of the ambulance service or company, notifying VanderHouwen of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company. In addition, employees must promptly notify VanderHouwen of any change in this status.

Employees must make every effort to notify VanderHouwen on each occasion that they will be late to work or absent under this policy. VanderHouwen may require employees to submit a written statement signed by the chief of their volunteer fire department or the medical director or chief administrator of their volunteer ambulance service or company, verifying that the employee responded to a fire or ambulance call and listing the date, time and duration of the response.

Military Leave

Connecticut employees who, as part of their service in the armed forces of Connecticut, the National Guard of any other state or any reserve component of the armed forces of the United States, are ordered to perform military duty, including meetings or drills during regular work hours, will be provided a leave of absence for such service.

Time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week absence due to military duty. Employees may choose to substitute accrued paid time off for unpaid leave under this policy. Employees should contact the Human Resources department concerning their rights and entitlements if they are, or are contemplating being, in the military service.

Legislative Leave

Employees may take a leave of absence to perform duties as a candidate, member-elect or member of the General Assembly. VanderHouwen will not terminate or otherwise discriminate against an employee who requests or obtains leave under this policy.

Employees will not lose seniority due to the leave and will be provided a choice of shifts to accommodate the leave.

Time off under this policy will be unpaid, except that exempt employees may receive compensation, as required by applicable law.

Municipal or State Office Leave

Employees who accept a full-time elective municipal or state office position will be granted an unpaid personal leave of absence for not more than two consecutive terms of office. Employees who accept part-time elective positions are not entitled to leave under this policy.

Employees seeking leave under this policy must give VanderHouwen written notice of their candidacy for

a full-time municipal or state office within 30 days after nomination for that office.

Upon application for reinstatement following the term of office, the employee will be reinstated to his or her original position or to a similar position with equivalent pay and accumulated seniority, retirement, fringe benefits and any other service credits. VanderHouwen reserves the right to deny reinstatement if its circumstances have changed such that it is impossible or unreasonable to provide reinstatement.

Day of Rest

Employees engaged in a commercial occupation, or in the work of any industrial process, will not be required to work more than six days in a calendar week. VanderHouwen will not terminate an employee if he or she refuses to work more than six days in any calendar week.

Time Off to Vote

VanderHouwen encourages all employees to fulfill their civic responsibilities and to vote in public elections. Employees will be allowed up to two consecutive hours of time off to vote in a state election or if serving as an elector in the case of any special election for a United States Senator, representative of Congress, state senator or state representative.

Time off to vote will be without pay, except that exempt employees may receive pay, as required by applicable law.

Employees must provide at least two working days' advance notice of the need for time off to vote, so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having voted may be required.

Electronic Monitoring

VanderHouwen monitors employee use of company computer networks, electronic mail (email) systems and other company communication resources in its sole discretion. Accordingly, employees should not expect that these communications are private. For additional information, please contact your manager.

No audio or video recording will occur in restrooms or areas where employees change clothing.

Smoke-Free Workplace

VanderHouwen prohibits smoking in the workplace and within 25 feet of any doorway, operable window or air intake vent of the workplace. For purposes of this policy, smoking includes cannabis or hemp. Employees wishing to smoke must do so outside company facilities during scheduled work breaks.

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Connecticut law or this policy.

Employees that violate this policy will be subject to disciplinary action up to and including termination of employment.

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, VanderHouwen prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that creating, sending or reviewing text messages while driving or using a cell phone without a headset while driving is a violation of Connecticut

law, in addition to being a violation of company policy.

Civil Air Patrol Leave

Employees who are members of the Civil Air Patrol (the civilian auxiliary of the United States Air Force) may be absent from work to do any of the following in their capacity as a Civil Air Patrol member: respond to an emergency declared by the Governor of Connecticut or President of the United States; respond to a request for assistance in an emergency, natural disaster or life-threatening event at the request of the United States Air Force or Coast Guard, the Department of Emergency Services and Public Protection, the state police or a local Connecticut police department; or participate in required emergency services training programs and exercises.

Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences.

Employees must notify Human Resources of their status as a Civil Air Patrol member by October 31, 2019, their date of hire or the date on which they join the Civil Air Patrol, whichever date is latest.

Employees must provide as much notice as possible when taking leave in accordance with this policy and must provide written verification from the Civil Air Patrol of the purpose of the leave.

Employee Data Privacy

Scope and Application

This Employee Data Privacy Policy outlines the principles VanderHouwen seeks to observe regarding the collection, use, disclosure, security and disposal of personal information for its current and former United States employees and applicants ("Employees").

Employee Personally Identifiable Information

VanderHouwen generally will collect personally identifiable information (PII) from employees, and create and maintain records about employees that contain employee PII, only for legitimate company purposes and only to the extent necessary to achieve those purposes. PII includes first name or initial and last name in combination with any of the following categories of information (as long as the information is not otherwise publicly available): Social Security Number, passport numbers, employee identification number, driver's license number, date of birth, maiden name, mother's maiden name, credit card or financial account information, results of background or criminal history checks, payroll and salary information, medical information, accommodation requests and related information, biometric data (such as fingerprint, voice print, retina or iris images), and/or digital or other electronic signature files.

Collection and Use of Employee PII

VanderHouwen typically will collect, create and maintain employee PII only in connection with the employment relationship. For example, VanderHouwen typically collects and uses employee PII as part of the job application process in order to make employment decisions. During the employment relationship, VanderHouwen may collect, create, use, or maintain employee PII needed for payroll administration, to provide health insurance and other benefits, for evaluating an employee's job performance or transfer request, to evaluate leave requests made by employees, to determine fitness for duty, as part of the reasonable accommodation process, during an investigation of misconduct related to work, or for various other purposes.

From time to time, VanderHouwen may use employee PII for purposes unrelated to administration of the employment relationship. VanderHouwen, for example, might use PII to introduce new products or services to its workforce. Before making such uses of employee PII, VanderHouwen will provide employees with

notice and an opportunity to opt out.

The records and databases that contain employee PII are the property of VanderHouwen, and access to the information they contain is restricted. Employees may not access, use or disclose employee PII unless authorized to do so and then only for VanderHouwen's legitimate business purposes. VanderHouwen's Human Resources and law departments are responsible for establishing appropriate authorization. Generally, only company management personnel, or their designees, will receive authorization to access, use or disclose employee PII. Employees with authorized access are required to limit their use and disclosure of employee PII to those legitimate purposes for which access was granted.

Safeguarding Employee PII

VanderHouwen is committed to safeguarding the confidentiality, integrity and availability of employee PII through the use of reasonable and appropriate physical, administrative and technical safeguards

VanderHouwen's Information Security Policy provides additional guidance on the creation, access, storage, distribution, destruction, backup and recovery of information.

Additional Safeguards for Social Security Numbers

Employee Social Security Numbers (SSNs) and documents containing employee SSNs should receive the following additional protections:

- SSNs should not be publicly displayed, for example, by including them in electronic documents posted on internal web sites or in paper documents posted on employee bulletin boards;
- SSNs should not be printed on cards, such as insurance identification cards, that must be presented for an employee to obtain goods or services;
- SSNs generally should not be printed on paper documents that are mailed unless the document, by law, is required to include an SSN (such as a Form W-2) or in certain other limited circumstances. Employees should consult with the law department before including SSNs in a mailing; and
- SSNs should not be transmitted over the internet unless encrypted pursuant to VanderHouwen's Information Security Policy.

Disposal of Employee PII

Disposal of documents containing employee PII should be accomplished in a manner intended to prevent unauthorized access to such employee PII. For example, paper documents containing background or criminal history reports or any documents containing information derived from those reports should be shredded. Employee PII stored on electronic media, such as hard drives, compact disks and back-up tapes, should be subject to processes, before disposal or reassignment, that render the employee PII irretrievable.

Disclosure and Use of Employee PII by Third Parties

VanderHouwen generally will disclose an employee's PII to third parties who are not acting as service providers for VanderHouwen only with an employee's consent, when required by law or in connection with a legal or regulatory proceeding or process, or when disclosure is otherwise necessary or advisable. In accordance with company policies, VanderHouwen may disclose employee PII to its third-party service providers, including but not limited to benefit, payroll and workers' compensation administrators. VanderHouwen will disclose employee PII only to those service providers who have agreed to implement reasonable and appropriate safeguards for such employee PII that are similar to those required by this policy.

Violations of the Employee Data Privacy Policy

VanderHouwen is committed to ensuring that employee PII is handled in accordance with this Employee Data Privacy Policy. Anyone who is aware of a suspected or perceived violation of this policy should immediately contact Human Resources. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

**VanderHouwen
Acknowledgement of Revised Policy
Effective 12/1/2021**

I acknowledge that I have received the Connecticut's Handbook Addendum for the Employee Handbook. The attached policy is intended to be an addition to the current Employee Handbook.

I understand that it is my responsibility to read and comply with this policy. I further understand that I should consult my manager regarding any questions raised by this policy and not answered by the Employee Handbook.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____